



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUM RGTS RGNL FIELD REPRESENTATIVE

Job Number: 20001141

Job Code: 62660V161016

Job Group: 6200 - HUMAN SERVICES

Job Established: 05/16/2006

Job Revised: 10/16/2016

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Functions independently in a field operations setting to provide consultation, guidance and assistance to local human rights commissions and in public settings to provide trainings and presentations on the provisions of KRS Chapter 344; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience which involves the investigation, interpretation and/or enforcement of human rights legislation, research, administrative work, community organizational work or social work.

Substitute EDUCATION for EXPERIENCE:

EDUCATION & EXPERIENCE: A master's degree in social work or a related field will substitute for two years of the required experience. Experience in one of the above fields will substitute for the education on a year-for-year basis. Graduation from an American Bar Association recognized school of law will substitute for the education and two years of the experience requirement. Licensure to practice law in the Commonwealth of Kentucky will substitute for the education and experience requirements.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have a valid driver's license. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Utilizing independent decision making skills, provides in-field, hands-on assistance to regional and local human rights commissions that function without fixed staff. Provides consultation services and assistance to local human rights commissions with a fixed staff. Acts as regional liaison with legislators and local officials regarding services of the state and local human rights commissions. Responds to public inquiries for human rights information. Maintains confidential records and investigative reports. Independently, or as part of a team, conducts training programs and makes presentations for civic groups, public officials and the general public to explain human rights programs and laws and to answer questions concerning field operations. Maintains working relationships with groups, organizations and agencies involved in human rights issues. Prepares monthly report of activities and accomplishments for agency management.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a field office environment and sometimes in an office setting. Frequent travel required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.